

Steely, Ashton

Brighton Police Department PERFORMANCE EVALUATION

Date : August 24, 2016

Employee Name: Ashton Steely

Position/Rank: Patrol Officer

POLICE DEPARTMENT

Review Period Beginning : July 8, 2015

Ending: July 8, 2016

Type of Review: Annual XXX One Year Probation _____ Other _____

Supervisor(s):

Sgt. Perdomo

PURPOSE OF PERFORMANCE EVALUATION

- Recognize Achievement
- Motivate High Performance
- Clarify Expectations
- Develop Employee Skills
- Resolve Difference of Opinion
- Tool to Reach Goals
- Assure Citizens Receive Service
- Eliminate Unsatisfactory Performance
- Provide a Forum or Opportunity for Performance Discussion
- Identify Those Ready for Advancement Opportunities
- Document Need for Training
- Provide Employee Direction

DEFINITION OF RATINGS

OUTSTANDING - (4)

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels. Comments and examples are required to justify this rating.

EXCEPTIONAL - (3)

Performance is consistently above adequate skill levels. Achieves performance objects often beyond expectations.

DEVELOPING
MEETS EXPECTATIONS - (2)

Employee demonstrates appropriate knowledge and initiative toward successful performance in most categories during the evaluation period. Employee's performance is at an expected level for a new employee within the learning curve of his/her duties; or for an experienced employee developing and being rated on new skills or duties.

SOME DEFICIENCIES EVIDENT - (1)

Performance is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved. Comments and examples are required to justify this rating.

UNACCEPTABLE - (0)

Performance is substantially weak. Performance objectives are not met even under close supervision. Substantial improvement by the employee is required. Comments and examples are required to justify this rating.

INSTRUCTIONS

Please complete this form carefully and thoroughly. It is to be a consensus of all immediate supervisors the employee reported to during the evaluation period. Remember its purpose to:

- Provide objective criteria for personnel performance evaluations on a standard basis.
- Compel you to examine all of the individual traits affecting employee's performance.
- Help you support your conclusion and recommendation for job classification and compensation improvements.
- Produce fair evaluations of employees.

Procedure: Each category describes standards for job performance. Decide for each, the level at which the employee performed for this rating period. Write the corresponding value number in the rating column and comment on the employee's principal strengths and weaknesses. Add the numbers assigned for each standard to obtain a total score. Self Appraisal Form, Supervisor's Log Form, Employee Evaluation Review, Performance Improvement Plan, should accompany the evaluation for a comprehensive appraisal.

Dimensions to be Rated Based on Position

Highlight Indicates Weighted Category

	Officer (Year 0 - 3)	Officer (Year 4 +0)	Det (Yea r 0-3)	Det (Yea r 4+)	Sgt	LT	Capt
1 Dealing With People	X	X	X	X	X	X	X
2 Communication	X	X	X	X			
3 Takes Direction	X		X				
4 Teamwork and Cooperation	X	X	X	X	X		
5 Community Policing	X	X					
6 Initiative	X	X	X	X			
7 Officer Safety	X	X					
8 Control and Use of Force	X	X					
9 Calls for Service/Patrol Invest.	X	X					
10 Conducting Investigations			X	X			
11 Knowledge Laws/Policies/Rules	X	X	X	X			
12 Decision Making	X	X	X	X	X		
13 District Workload Management	X	X					
14 Supervision of Community Policing Efforts					X	X	X
15 Role Model		X		X	X	X	X
16 Performance Evaluations					X	X	X
17 Employee Development					X	X	
18 Setting Goals					X	X	X
19 Flexibility					X	X	X
20 Motivates Employees					X	X	X
21 Discipline					X	X	X
22 Scheduling Assign./Overtime Mgt.					X	X	X
23 Resolving Conflict					X	X	X
Total Dimensions	12	12	8	8	13	10	8

1. DEALING WITH PEOPLE – All

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING(0-4)= <u>2.5</u>
<p>Establishes rapport with all others whenever possible. Relationship with all others built on Service. Always treats people as he/she would like to be treated and handles their problems in a manner that shows understanding to their needs and circumstances. Treats people in a fair, consistent, impartial manner. Respectful even when being disrespected. Always has a genuine interest and desire to provide service and assistance.</p>	<p>Seeks to establish a relationship between people based on mutual understanding (rapport). Usually treats people as he/she would like to be treated and handles their problems in a manner that shows understanding to their needs and circumstances and treats people in a fair, consistent, impartial manner. Maintains an open and approachable manner.</p>	<p>Does not establish rapport. Shows little sensitivity to others problems, frequently degrading and criticizing others. Relates anecdotes belittling or derogatory toward others. Aloof, unapproachable, authoritarian. Inappropriate use of command demeanor.</p>	<p>Officer Steely is a dedicated member to this department and the team(s) she has worked with. She establishes a good rapport with those individual she comes into contact with. Officer Steely treats people she comes into contact with respect and knows the meaning of the “Golden Rule”</p> <p>Officer Steely did have a Log entry on 04/29/16 which stemmed from an officer complaint. Officer Steely made an unprofessional comment and used profane language when taking someone into custody. Officer Steely was lectured by her supervisor and the issue was handled. Officer Steely had no other incidents to report.</p>

2. COMMUNICATION ORAL/WITTEN Officer / Detective

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE OF RATINGS (0-4)= <u>2.5</u>
<p>Always verbally communicates clearly and concisely to peers, public and supervisors. Always elicits open communication from others. Skillfully uses voice and body language to encourage communication. Never interrupts unnecessarily.</p>	<p>Generally verbal communications are clear and concise to peers, public and supervisors Generally elicits open communication from others. Usually demonstrates good listening skills. Avoids interrupting others.</p>	<p>Uninterested, impatient, unpleasant, accusatory, never empathetic. Uses inappropriate language Doesn't demonstrate listening skills or show interest makes others feel uncomfortable. Interrupts, cuts off conversation.</p>	<p>Rating: <u>3</u></p> <p>Comments: Officer Steely skillfully uses her voice and body language to encourage communication. She has learned to demonstrate good listening skills.</p>
<p>Reports and written communications are always in a structured and organized</p>	<p>Written communication is generally clear, concise, legible, and contains</p>	<p>Written communication lacks clarity, not concise and not</p>	<p>Rating: <u>2</u></p> <p>Comments: Officer Steely takes her time when completing her reports. She documents</p>

<p>manner, clear, concise, completed and able. Always uses the appropriate forms. Spelling and grammar are always correct. Demonstrates appropriate use of vocabulary. Incidents are always reported in a detailed, factual manner. Reports are always completed on time and report writing time is used most efficiently.</p>	<p>necessary information requiring minor corrections. Proper report forms are routinely used. Routinely spells correctly and uses proper grammar and vocabulary. Completes reports within acceptable time frames.</p>	<p>legible, lacks organization, and lacks necessary details. Uses conclusory statements and opinions. Reports and use of report forms require correction. Makes spelling and grammatical errors. Use of slang. Reports are late. Requires more time than appropriate to complete reports.</p>	<p>the elements of the crime. Officer Steely did not always complete a self-evaluation on her monthlies. Officer Steely's reports improved though out the year and as the year went by the reports included more detail and were sent back for corrections less often. Officer Steely had some problems with summonses being returned for corrections. While she wrote a high number of summonses, many came back needing corrections, I would encourage Officer Steely to continue to develop the "quality vs quantity" concept and find a happy median between the two.</p>
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3. TAKES DIRECTION Officer/ Detective Year 0-3

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING (0-4) = <u>2.5</u>
<p>Provides feedback to demonstrate understanding, offers suggestions, alternatives, and improvements in a respectful, appropriate manner. Does not complain, commiserate assignments with peers.</p>	<p>Follows direction and suggestions from supervisors. If necessary asks questions to clarify assignments. Carries out assignments without complaint. Does not rationalize reason for noncompliance.</p>	<p>Does not follow directions and suggestions from supervisors. Does not ask questions to clarify assignments. Complains about assignments. Rationalizes.</p>	<p>Comments: Officer Steely follows the directions which are given to her. She asks questions when he is unsure and carries out her duties without complaints.</p>

4. TEAM WORK AND COOPERATION Officers / Detectives / Sergeant

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE OF RATING (0-4)= <u>2.5</u>
<p><i>Volunteers</i> to share information without being asked. Offers to help without being asked. Works to benefit of others and Department.</p>	<p>When asked, agrees to help others. When necessary, willing to adjust work plan to benefit others or Dept.(flexible). Shares information with others.</p>	<p>Avoids assisting others-avoids availability. Doesn't keep fellow employees informed. Doesn't share information. Rationalizes reason for lack of assistance. Unwilling to adjust workday for benefit of Dept. (Inflexible) Demonstrates little interest to work with other people.</p>	<p>Rating: <u>3</u> Comments: Officer Steely is an asset to her team(s). She does not hesitate to assist her fellow co-workers and has adjusted her schedule many times to help cover other shifts.</p>

<p>Supports fellow employees and offers assistance. Never participates in rumor or gossip. Open and approachable to all fellow city employees.</p>	<p>Gives fellow employees benefit of the doubt. Avoids involvement in rumors and gossip. Avoids appearance or impression of being involved in groups excluding others.</p>	<p>Speaks negatively of fellow employees. Participates in rumor and gossip. Excludes/alienates fellow workers.</p>	<p>Rating: <u> 2 </u> Comments: Officer Steely works well with others. I caution Officer Steely to stay out of possible rumor mills. Officer Steely is quick to make judgements about others but once she works with them she realizes her judgements were incorrect. Officer Steely also tends to be very competitive with co-workers when it involves "stats". Friendly competition amongst co-workers can be fun, but if taken to an extreme can sometimes cause negativity.</p>
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5. COMMUNITY POLICING AND DISTRICT RESPONSIBILITY **Officer**

OUTSTANDING (10)	EXCEPTIONAL (8)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING 0-10: <u> 3.5 </u>
<p>Always contacting people in neighborhoods or businesses and developing information about prevention of crime and disorder. Always involved in proactive patrol activities. Makes frequent and effective use of crime information, traffic accident data and roll call information to focus activities. Maintains personal district information source.</p>		<p>Occasionally contacts neighborhoods or businesses talking with people and developing information about prevention of crime and disorder. Takes proactive measures. Makes minimal use of crime information, traffic accident data and roll call information.</p>	<p>Spends the majority of the time driving around in patrol car, rarely getting out and walking or contacting people. Does not use proactive patrol activities. Does not use crime information, traffic accident data or other data to prevent crime and disorder. Does not take ownership of assigned district. Is not concerned with activities of previous or oncoming shift.</p>	<p>Rating: <u> 4 </u> Comments: Officer Steely regularly conducts business checks in her district and also completes (OSA's) throughout her shift. Officer Steely proactively drives through her area of responsibility and contacts individuals when necessary.</p>
<p>Always involved in problem solving rather than just documenting incidents when handling calls for service, neighborhood and business problems.</p>		<p>Occasionally involved in problem solving rather than just report writing when handling calls for service, neighborhood and business problems.</p>	<p>Handles most calls for service by only documenting the incident. Does not recognize options for handling call. Not involved in problem solving.</p>	<p>Rating: <u> 3 </u> Comments: Officer Steely submitted a problem solving worksheet last July in regards to getting a speed limit sign posted on N 50th between E Bridge St and Longspeak St. I am glad to see Officer Steely noticing issues like this and having them resolved. Officer Steely did not turn in any other community projects.</p>

(10)	(8)	(2)	(0)	
Takes charge of and very active in developing, conducting, attending and organizing business/ neighborhood meetings including Neighborhood Watch.		Participates in development or organization of business or neighborhood programs and meetings including Neighborhood Watch.	Does not organize, attend or participate in business/neighborhood meetings including Neighborhood Watch.	Rating: _____ Comments:
<u>Graveyard Shift Only/ Substitute for One above category (10)</u>	<u>Graveyard Shift Only (8)</u>	<u>Graveyard Shift Only (2)</u>	<u>Graveyard Shift Only (0)</u>	
Discovers crimes before reported, locates unsecured businesses and property. Frequently walks business areas. Makes frequent and effective use of briefing information, crime information, traffic accident data and roll call information to focus daily activities.		Makes some use of briefing information, crime information, traffic accident data and roll call information to prevent crime and disorder.	Does not find unreported crimes. Does not find unsecured businesses or property. Does not walk business areas. Does not use crime information, traffic accident data or other data to prevent crime and disorder.	Rating: <u> 3 </u> Weighted Graveyard Shift Category Comments: Officer Steely has worked on graves for the whole year except for a month. Officer Steely has learned where there are problems at night and she frequents those areas. She passes on useful information to her teammates.

6. INITIATIVE

Officer

Detective

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u> 2.5 </u>
Works independent of supervisor - Inquisitive and looks beneath the surface to enhance the mission of the department.	Operates effectively on their own accord.	Frequently requires specific instruction from supervisor on routine tasks. Does enough to "get by".	Rating: <u> 2 </u> Comments: Officer Steely works effectively on his own accord.
Always takes action when required whether assigned or not. Very frequently initiates appropriate activity.	Performs duties that are assigned. Initiates necessary appropriate activity.	Rationalizes reasons for not performing duties. Does not initiate activity.	Rating: <u> 3 </u> Comments: Officer Steely is rarely at the Police Department and is usually out on the streets actively patrolling her assigned area. It was noted in her monthly evaluations that Officer Steely placed a lot of emphasis and focus on her number stats. Officer Steely does do well when it comes to number stats but, she is encouraged to find other things to

		work on that will force her to be a better officer such as teaching, mentoring or coaching peers.
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7. OFFICER SAFETY Officer

Officer safety techniques to be evaluated include but are not limited to:

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|---|--|--|
| 1. Keeps gun hand free whenever possible. | 8. Handcuffs effectively and properly. | 13. Secures weapon in holding area before processing arrestees and removing handcuffs. |
| 2. Controls suspect movements. | 9. Stands to the side of doors when knocking. | 14. Avoids exposing weapon to suspects. |
| 3. Uses illumination appropriately | 10. Practices appropriate car stop and felony car stop methods. | 15. Low-key not intended to attract a lot of attention. |
| 4. Advises dispatch when leaving patrol car. | 11. Searches prisoners and patrol car before and after transports. | 16. Is aware of surroundings at all times. |
| 5. Maintains good physical condition | 12. Conducts checks for weapons when appropriate. | |
| 6. Practices safety with firearm and other weapons. | | |
| 7. Stands out of way of vehicular traffic. | | |

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u>2</u>
<i>Utilizes officer safety skills</i> in all situations in such a manner that does not compromise self or others. Proficiently demonstrates the ability to practice safety techniques without making it obvious to those being contacted.	Normally utilizes all officer safety skills without being reminded and without compromising self or others in tactical situations. Practices officer safety techniques without making it obvious to those being contacted. Low key- not intended to attract a lot of attention	Fails to practice officer safety measures. Does not apply safety techniques appropriately and effectively. Advertises/reveals officer safety tactics by displaying actions.	Rating: <u>2</u> Comments: Officer Steely utilizes officer safety skills in situations in such a manner that does not compromise self or others. Proficiently demonstrates the ability to practice safety techniques without making it obvious to those being contacted.
Always <i>operates vehicle</i> in accordance with traffic laws/policy guidelines. Never exceeds reasonable speeds in responding to emergency calls. No improper driving observed.	Operates patrol vehicle in a safe manner complying with traffic laws and department policy. Emergency vehicle operations are at safe and reasonable speeds. Routinely drives defensively.	Commits traffic law and policy violations. Drives improperly when responding to calls. Involved in preventable collisions.	Rating: <u>2</u> Comments: Officer Steely had no documented incidents where she committed any policy violations. She also maintained and took care of her personal and issued PD equipment.

8. CONTROL and USE OF FORCE Officer

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u>2</u>
Always demonstrates ability to <i>control and</i>	Demonstrates ability to control	Has difficulty controlling	Rating: <u>2</u>

<i>resolve situations without escalating</i> the conflict. Restores order with little or no assistance using effective verbal skills. Always in emotional self control.	and resolve situations without escalating the conflict. Normally requires little assistance to restore order and uses effective verbal skills. Demonstrates good control of emotions.	situations without escalating conflict. Lacks/Fails to use verbal skills to restore order. Does not control own emotions.	Comments: Generally Officer Steely does a good job in demonstrating the ability to control and resolve situations without escalating the conflict. There have been times when Officer Steely has had to deal with the same person over and over and she eventually becomes short and loses focus on the "Golden Rule."
Always uses the appropriate level of physical force and escalates force only when necessary. Always uses appropriate equipment and techniques in use of force situations.	Strives to uses appropriate level of force and techniques. Escalates force only when necessary. Utilizes appropriate equipment and techniques in use of force situations	Does not use the appropriate level of force/premature or inappropriate escalation of force. Uses improper equipment and techniques in use of force situations	Rating: <u> 2 </u> Comments: Officer Steely has been observed using the appropriate equipment and techniques in use of force situations.

9. CALLS FOR SERVICE / PATROL INVESTIGATIONS Officer

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4)= <u> 2 </u>
<i>Investigates all calls for service thoroughly and completely. Interviews all involved</i> before taking enforcement action or coming to conclusion. Never tells citizens, "There's nothing we can do" Goal is for a satisfactory conclusion on every call.	Investigates calls for service adequately. Interviews both sides and investigates before making a decision / enforcement action. Finds a course of action for situations.	Does not investigate situations thoroughly before making a decision/ enforcement action. Obtains only one side of story before issuing summons or taking enforcement action. Makes premature judgments. Tells citizens. "There's nothing we can do".	Rating: <u> 2 </u> Comments: Officer Steely has learned to take her time to interview the individuals involved and listens to both sides of the story before making a decision. I still caution her about making quick decision based on the accused offender and her knowledge of them in the past.
Always investigates/evaluates/processes crime scenes appropriately , utilizing proper methods of crime scene protection and processing including quality photographs, lifting latent fingerprints, collecting elimination prints and collecting meaningful evidence. Utilizes Evidence Technicians appropriately. Gathers, books-in evidence properly.	Processes crime scenes including photographs, processing latent fingerprints and gathering appropriate evidence. Identifies need for Evidence Technicians.	Rarely processes crime scenes. Crime scenes frequently not protected. Rationalizes reasons to ignore potential evidence or sources of evidence. Gathers and books in evidence improperly.	Rating: <u> 2 </u> Comments: Officer Steely photographs her crime scene and has little issues booking in evidence but I would like to see more photographs taken of accidents and crime scenes.
Always effective at establishing a rapport with victims, witnesses and suspects when conducting interviews and interrogations. Always conducts effective interviews and interrogations using appropriate techniques and applying correct legal principles. Interviews, interrogations and statements	Usually establishes rapport with victims, witnesses and suspects to gain necessary information to facilitate successful investigation and prosecution. Conducts interviews and interrogations, (Field Interviews (FIs) applies	Does not establish rapport with victims and witnesses when conducting interviews. Does not use proper interview and interrogation techniques and improperly applies or disregards legal concepts.	Rating: <u> 2 </u> Comments: Officer Steely had a slow start this year with gathering Fi information and turning it in. Many times she would gather the information but would then forget to submit the FI cards or would not complete them.

are always obtained when appropriate and documented accurately and thoroughly.	proper techniques and correct legal principles. Usually obtains statements / conducts interviews and questions suspects when appropriate.	Does not obtain statements or conduct interviews when appropriate/necessary. Statements and interviews are improperly documented	Once Officer Steely was comfortable working graves it was noticed her information gathering had improved and she was taking more time to gather intel. I also noticed as time went by she began to slow down and establish good rapport with witnesses, and victims.

11. KNOWLEDGE OF LAWS, POLICIES, PROCEDURES AND RULES Officers / Detectives

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	AVERAGE RATING (0-4) = <u>2</u>
Demonstrates complete knowledge of criminal laws, municipal codes and motor vehicle laws Always current on case law Consistently demonstrates complete knowledge of legal concepts of reasonable suspicion, probable cause and search and seizure	Demonstrates knowledge of the most common criminal laws, municipal codes and motor vehicle laws Demonstrates knowledge of the more common court case laws. Understands and applies legal concepts of reasonable suspicion, probable cause and search and seizure	Requires assistance to properly apply laws for a given situation. Demonstrates minimal knowledge of court cases. Frequently misapplies concepts of reasonable suspicion, probable cause and search and seizure	Rating: <u>2</u> Comments: Officer Steely has shown general knowledge of the most common criminal laws, municipal codes and motor vehicle laws. Officer Steely has begun to show interest in traffic laws and has expressed a desire to attend level 1, 2 and 3 accident investigation classes.
Encourages others, teaches others, observes and keeps current regarding rules, general orders, policy and procedures.	Demonstrates a working knowledge of policies and procedures.	Demonstrates disregard or ignorance of polices and procedures, general orders, common practices. Unaware of existence of particular policies/procedures/ practices.	Rating: <u>2</u> Comments: Officer Steely demonstrated working knowledge of the department's polices. Officer Steely did have two supervisory log entries. On 102616 Officer Steely failed to report to a City Council Security assignment which she had signed up for. Officer Steely also has a supervisory log entry which was discussed above regarding the use of profanity and abusive language.

12. DECISION MAKING

Officer Detective Sergeant

OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING (0-4) = <u>2.5</u>
<p>Requires no assistance to make correct decisions. Does not hesitate to make decisions when appropriate. Recognizes need for supervisory input on critical issues. Consistently anticipates problems and resolves them before problem develops. Continuously upgrades decision making skills.</p>	<p>Usually makes decisions when required. Seeks Supervisory assistance when appropriate or necessary.</p>	<p>Seeks supervisor assistance to make routine decisions. Makes improper decisions. Avoids making decisions. Does not identify options or solutions.</p>	<p>Comments: Officer Steely takes direction well. She does not second guess directions and follows those directions. Officer Steely contacts her supervisor(s) when in doubt.</p>

13. DISTRICT WORKLOAD MANAGEMENT

Officer

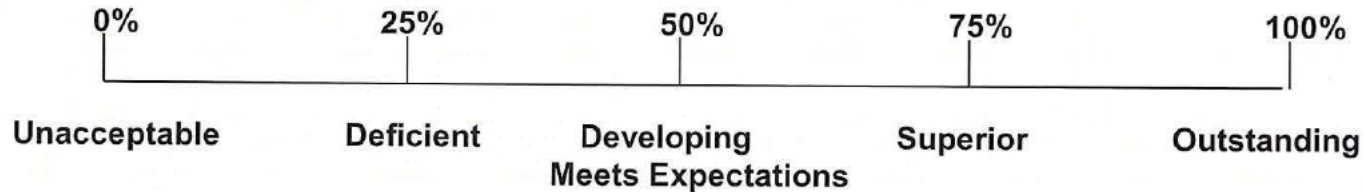
OUTSTANDING (4)	DEVELOPING MEETS EXPECTATIONS (2)	UNACCEPTABLE (0)	RATING (0-4) = <u>2</u>
<p>Always prioritizes calls for service, maximizes dispatch services, rarely requires assistance from other officers to handle daily call load. Whenever possible takes responsibility for calls originating in district. When ever possible contacts complainants personally when anticipated arrival may be delayed. Always uses Differential Call Response appropriately. Does not give citizens excuses for extended response time. Never places personal agenda above calls for service.</p>	<p>Prioritizes calls for service, utilizes dispatch services effectively, handles daily call load with occasional assistance from other officers. Takes responsibility for calls originating in district. Contacts complainants personally or asks dispatch to call complainants when anticipated arrival may be delayed. Does not abuse Differential Call Response.</p>	<p>Does not prioritize calls for service, does not utilize dispatch services effectively, and requires assistance from other officers in handling daily call load. Does not take responsibility for calls originating in district. Does not contact complainants and seldom asks dispatch to contact complainants when arrival will be delayed. Uses Differential Call Response when inappropriate. Inappropriately refers complainants to desk officer/ detectives/ on-line reporting/ different shift, etc. Blames delay on call load/"more important things to do", rationalizes. Places personal agenda above calls for service.</p>	<p>Comments: Officer Steely prioritizes her calls for service and rarely has to be directed to take a call or be told to go cover a fellow officer. Officer Steely manages her district and offers help to his co-workers when they are backed up in their assigned districts.</p>

Total Raw Score = 28

Number of Categories Rated 12

Total Raw Score 27.6 / (number of categories rated x 4) 28 = 59 Overall Score %

Overall SCORE 59 %



Areas that can be Improved; Strengths; Goals for next year;

Areas of Improvement:

1. Officer Steely should focus on quality of work not quantity. She focuses on numbers rather than on the bigger picture at hand
2. Officer Steely should not let emotions take over when dealing with difficult people.
3. Officer Steely should focus on her job at hand and not be so critical of what other are doing.

Strengths

1. Officer Steely has improved in her report writing and investigatory skills since last year. Officer ~~Steely~~ ^{STEELY} has learn to slow down and gather all the facts.
2. Officer Steely was sent to Level 1 accident school and upon completing the course she discovered a new liking for accident investigations. Officer Steely's interest lead her the completion of Levels 2 and 3 accident course. Officer Steely is now the second officer at Brighton PD to be currently certified as a Leve3 accident investigator. Officer Steely is now used by the department as an investigator involving SBI and fatal crashes.
3. Officer Steely has shown an improvement on DUI investigation as well.
4. In 2015 Officer Steely received a letter of commendation from [REDACTED]. The letter was placed in her file but it is in reference to a call where Officer Steely stopped a feeling suspect. In the letter a citizen contacted the Police Department via Facebook and stated their gratitude for her bravery and service.
5. Officer Steely can be compassionate with individuals. Officer Steely has been able to build bonds with individual who needs help and or assistance.

Goals for 2016/2017:

1. I encourage Officer Steely to continue to expand her knowledge in regards to accident investigation.
2. I also encourage Officer Steely to apply to the North Metro Accident Reconstruction Team
3. This will be Officer Steely's 3rd year as a full time officers. I challenge Officer Steely to work on other shifts to expand her knowledge in regards to different types of calls other than what is usually seen on graves.
4. During 2016/2017 Officer Steely should find POP projects relating to traffic issues in order to help educate the public on motor vehicle accidents.

5. Once a Rifle class opens up I encourage her to attend .er to become certified to carry at work.

Supervisor(s) Signature:

[Handwritten Signature]

Date:

8/31/2016

Comments: See comments above.

See Above

Review Signature:

[Handwritten Signature]

Date:

9-8-16

Comments:

*I NOTED THAT OFC. STEELY WORKED HARD EVERY MONTH - THANKS
ASHTON. I ALSO APPRECIATED HER ELEVATED ACCIDENT INVESTIGATION
SKILLS!*

Review Signature:

[Handwritten Signature]

Date:

9/8/16

Comments:

Thank you for all your hard work + dedication

Department Head Signature:

[Handwritten Signature]

Date:

9/12/16

Comments:

*Aston is very ambitious and shows great initiative. I encourage her
to look hard at the big picture with relation to "QUALITY VS. QUANTITY"
Thanks for all the hard work.*

Employee Signature:

[Handwritten Signature]

Date:

09/16/16

Comments:

EMPLOYEE SELF-APPRAISAL FORM

EMPLOYEE NAME: Ashton Steely

DATE: August 24, 2016

TITLE: Police Officer

Complete a copy of performance Planning Objectives:

Accomplishments/Achievements - list any special accomplishments not on Performance Planning Objectives.

- 1. Assisted an elderly male having a medical episode at PVMC. Helped Medical staff hold and calm the male while they sedated him. I then followed them home and assisted his wife in changing his Colostomy bag.
2. I received an email from [redacted] in April regarding my March stats and thanking me for the hard work.
3. Spent a lot of time with a male named George on Salem. I would spend extra time with George when he would call in just to talk with him.
4. I have improved dramatically on DUI investigations.

RESOURCE NEEDS - Please list anything your supervisor or the organization could do to improve your effectiveness in your job. Consider materials and equipment needs, supervisory/management support and direction, procedural changes, etc.

I would like my own PBT
I would like to be trained on rifle and shotgun. In the time that I have been here as a reserve and full time I have not been trained on these.

EMPLOYEE DEVELOPMENT - Please list or discuss those areas which you believe you can improve upon during the next performance appraisal period. (Attach additional pages if necessary).

Working on POP/COP projects. I think of things I could do but never follow through with them.
I want to continue my training on accident investigation by attending more trainings.

EDUCATION & TRAINING UPDATE - Please list any job related courses or training you have completed since your last evaluation. Provide transcripts or any documentation.

SEST-February ARIDE-June
Level 1 accident investigation- March Level 2 accident investigation- June Level 3 accident reconstruction- July